



The ARK Pre-School

CARE & MANAGEMENT OF CHILDREN POLICY

Updated July 2011

The Pre-school aims at all times to be flexible and sensitive to each child's unique and individual needs, balanced where relevant, with the needs of the other children within the group. Adults within the Pre-school accept responsibility for being models for appropriate behaviour. We uphold the notion that each child is deserving of respect, a sense of autonomy and dignity, independence, affection, opportunities for making choices and accepting and taking responsibility for their attitudes and behaviour appropriate to their developmental stage.

PHYSICAL CARE AND HEALTH AND SAFETY

The Pre-school aims to provide an environment that is safe, secure, clean, bright, attractive, comfortable, welcoming and calm. This provides the best conditions for children to thrive and develop and for all concerned to feel valued and cared for.

BUILDING SECURITY

- All reasonable steps are taken to keep the building secure. There is a buzzer system at the door and all other doors are kept locked unless in use.
- The children are carefully supervised at all times.
- There is a full Health and Safety policy for the Pre-school.

ILLNESS AND MEDICATION

- Parents/carers will be contacted if a child is, or becomes ill and asked to take him/her home.
- Only essential medication prescribed for the child by their doctor will be administered to a child during the session.

INJURY

- The staff members will inform parents of any bruises or injuries sustained by a child during a session and an accident form will be signed by parents to acknowledge receipt of information.
- It would also be helpful if parents informed staff of any cuts and bruises that occur outside of the sessions.

* where parents are referred to in this and other policies, this also includes carers, childminders etc.)

- There are clear local authority procedures that staff must follow if they think a child may be at risk of any form of neglect or abuse (see Safeguarding Children Policy).
- We have a separate Safeguarding Children Policy available on our website, which conforms to the requirements of the local authority.
- We are aware of Social Services regulations on neglect or abuse and follow guidelines they have laid down.

CONSIDERATION OF OTHERS

Children will always be encouraged to be polite and considerate to others, primarily from the example set by adults.

MEALTIMES

- Wash hands first.
- The main aim is that children will enjoy the experience, will eat well, will become increasingly independent in this area and will not unduly interfere with the enjoyment and nourishment of others.
- Our policy is to encourage all children to eat savoury food/sandwiches before other food.
- Adults will always join children at mealtimes to facilitate and model appropriate behaviour.
- We ensure we check with parents/carers on any allergies/dietary/medical needs a child may have.
- No nuts are allowed.

DRESS

- Children will be encouraged to dress, wash, etc independently as they are able.
- During this process while children need help and support for these things, we will let them know what we are going to do as we approach them.
- The child will be “talked through” the activity.
- The adult will always be gentle and respectful towards the child, ensuring maximum privacy, and will encourage parents/carers to provide clothes that are easy to manage for the child.
- For children using nappies, privacy and dignity will be respected at all times.

EMOTIONAL WELLBEING AND THE PROMOTION OF INDEPENDENCE AND GENERAL DEVELOPMENT

- We try to carry out Home visits before a child is admitted to the Pre-school thus providing an opportunity for us to meet the children and parents in their familiar environment.
- Great sensitivity will be shown towards children during the settling in period.
- We aim to keep in close contact with parents/carers so that continuity and consistency is increased.
- The staff also seek to build a partnership with parents/carers which adds to the children's sense of security.
- The staff involved with the children endeavour to quickly build a bond of affection and trust with the children, building on and stressing the children's positive attributes, abilities and efforts and ensuring that each child has access to every adult's affection, time and positive attention.
- The adult's tone of voice, facial expression and body language will all speak of positive affirmation and acceptance of the child.
- We aim to provide continuity of care for the children by having the same key staff involved with them.
- A key-person system is in place at the Pre-school.
- Background, language and culture is seen as integral to the children's sense of identity.
- A curriculum which adheres to the 'Early Years Foundation Stage' is in place at the Pre-school.
- A visual timetable and makaton will be used to enable children to understand the sequence of the day's events.
- We aim for excellence in early years educational practice which means we focus on child centred work and place a high value on the process that takes place when a child follows an interest or carries out an activity.

BEHAVIOUR MANAGEMENT

- All adults at the Pre-school are aware that it is their responsibility to organise the environment, manage the children and provide a good quality and relevant curriculum that is appropriate to the children's needs, thus promoting and enhancing possibilities for co-operation, and communication.
- Some will take a longer time to develop self-control and we are kind and patient and have realistic expectations of what they are likely to be able to manage.
- By relating to the children positively and with kindness and respect the staff set a good example of caring and sensitivity towards the needs of others for the children to emulate.

- Good co-operative behaviour and effort is rewarded with verbal praise and positive signs e.g. hugs, smiles and makaton signing.
- We will always acknowledge positive behaviour in children.
- For persistent unacceptable behaviour, a short period of “timeout” using a sand timer with an adult to accompany them may be used to make them aware of consequences to their actions.
- Parents will be informed if this has been necessary.
- Positive attention is given when the child is behaving in ways we wish to promote.
- Physical direction or restraint will only be used as a last resort to protect the children and equipment and to maintain a level of order and discipline necessary to ensure access of learning.
- Any physical control will be carried out in a positive and gentle way.
- Adults’ physical direction of children and raising their voices will only be used when there is imminent danger to the child and/or another child.
- Behaviour management representative is: **Eve James.**